

Enterprise Standards and Approved Products

June 2008

10000 Project Management Domain				
Category		Enterprise Standard (Web Site Links are located at end of document)	Product(s) (Web Site Links are located at end of document)	Effective Date
10005	Project Management Framework	<p>A project is defined as a temporary undertaking for a specific purpose that creates specific, unique results. This Framework will assist agencies within the Commonwealth with the management of their projects to help assure successful completion on time, within budget and that they meet the specific requirements identified.</p> <p>The Framework organizes project management into four tightly integrated, repeatable phases that take place throughout a project's life cycle that <u>must</u> be applied in all Commonwealth IT projects. These phases include:</p> <ul style="list-style-type: none"> ▪ Project Initiation Phase. Project Initiation activities occur before the project actually begins and answers the questions <i>why</i>, <i>what</i> and <i>how</i>. Why the project needs to occur, what the project will produce and how the desired product will be developed. Successful projects establish well-defined business goals, objectives and measures of success. ▪ Project Planning Phase. Project Planning activities translate the high level concepts defined during Project Initiation into product requirements that in turn establish the scope of the project. Once the project scope is defined, project planners develop the project schedule and estimate project cost. Project Planning also involves defining the project organization and communication structures and developing the management processes that will be used throughout the project. ▪ Project Execution and Control Phase. Project Execution and Control activities involve coordinating resources to carry out the project plan and ensuring that project objectives are met by regularly measuring progress. Revisions to the Project Plan may be required when variances in project work occur. ▪ Project Closeout Phase. Project Closeout activities include obtaining formal acceptance of the project, documenting lessons learned throughout the project and organizing project documentation for archiving. <p>Each of the above phases is composed of a series of project management processes, which are described more fully in the Enterprise Project Management Framework. The Commonwealth Office for Technology (COT), Office of Enterprise Technology is responsible for maintaining and updating the Enterprise Project Management Framework.</p> <p>Although the Framework organizes project management processes sequentially, each process is interrelated and should be conducted iteratively as multiple processes interact. In addition, the Framework describes activities that are typically performed to complete each process. The project manager must assess the characteristics of their specific project and determine the project management processes that are required for each phase.</p>		<p>Revision date: July 1, 2008</p> <p>Effective date: September 15, 2003</p>

Category		Enterprise Standard (Web Site Links are located at end of document)	Product(s) (Web Site Links are located at end of document)	Effective Date
10100	Project Management Software	<ul style="list-style-type: none"> ▪ Microsoft Project 98 or above ▪ Open Workbench 1.1.4 		Revised date: July 1, 2008
10200	Project Management Information System	<ul style="list-style-type: none"> ▪ Clarity ▪ Microsoft Project Server 		Revised date: July 1, 2008

Web Site Links:

External Links: Some of the following links resolve to non-governmental agencies. The information on these pages is not controlled by COT or the Commonwealth of KY.

Category:	Link:	URL:
10005	Enterprise Project Management Framework	http://www.gotsource.net/docushare/dsweb/Get/Document-21261/
10100	Microsoft Project 98	http://office.microsoft.com/en-us/project/default.aspx
10100	Open Workbench 1.1.4	http://www.openworkbench.org/
10200	Clarity	http://www.niku.com/
10200	Microsoft Project Server	http://office.microsoft.com/en-us/projectserver/FX100739841033.aspx